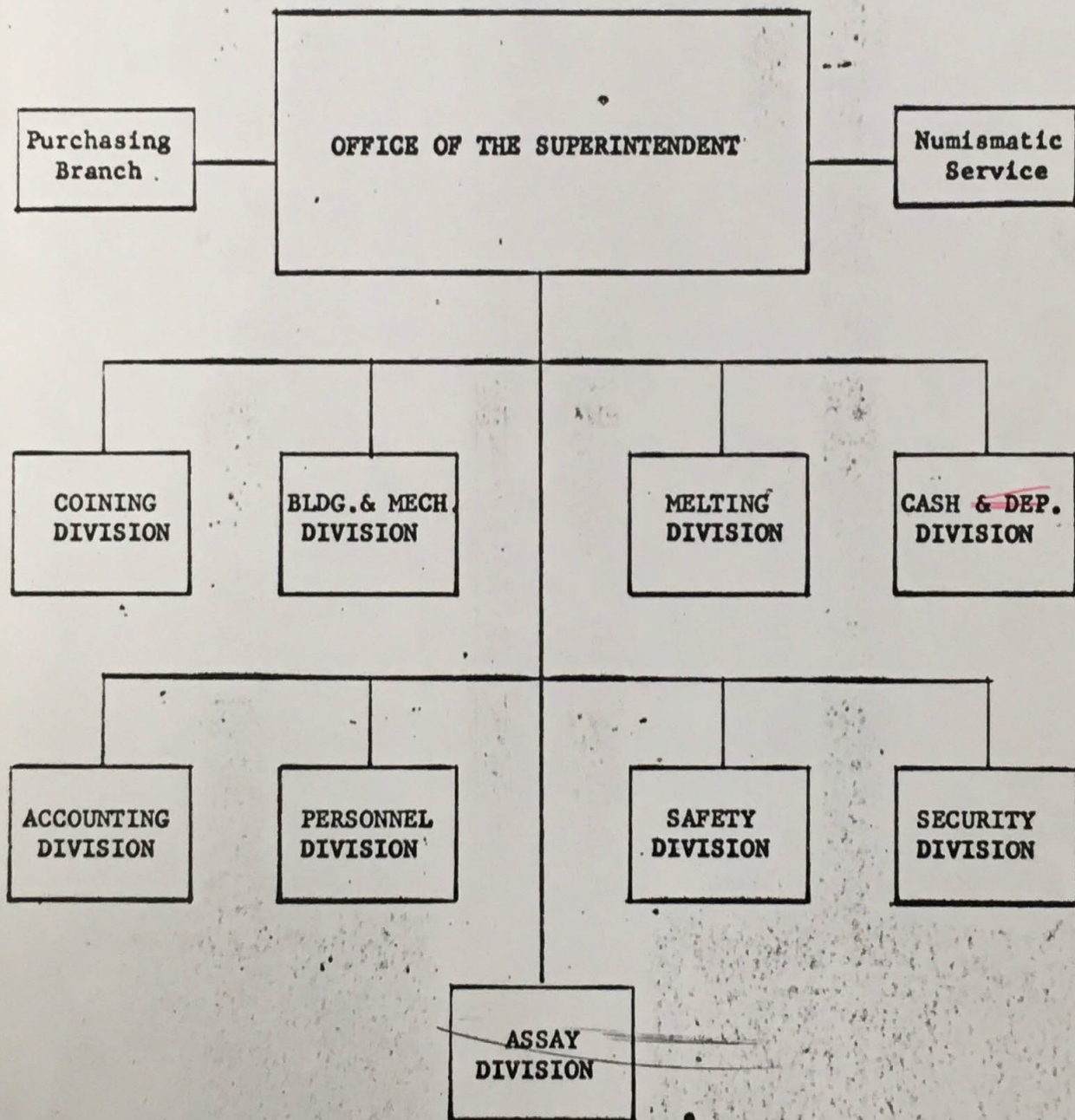


RG 104, 8NS-104-94-077
Box 3

8NS-104-94-077, Miscellaneous
Correspondence & Memos, 1897-1994

Organizational Chart & Position List, U.S. Mint, Denver, Colorado - 1973

UNITED STATES MINT
DENVER, COLORADO



June 30, 1972

UNITED STATES MINT
DENVER, COLORADO

FUNCTION OF OFFICE

The major functions of the Denver Mint are: manufacturing domestic and foreign coins, protecting and safeguarding values and properties, and providing a numismatic service and tours through the Mint.

OFFICE OF THE SUPERINTENDENT

In charge of all Mint activities and responsible to the Director of the Mint, Washington, D. C.

PURCHASING BRANCH

Responsible for all purchasing and acquisition of supplies, materials, and equipment; the disposition of excess property; and the sale of scrap, metals, sweeps, and other materials.

NUMISMATIC SERVICE

Responsible for coordinating a comprehensive program of numismatic sales, service, and information, both by direct public contact and by mail.

COINING DIVISION

Performs all operations in the manufacture of coins and medals from rolling of ingots to finished coins and medals. Keeps records of coinage metal processed.

BUILDING AND MECHANICAL DIVISION

Maintains building and grounds. Repairs and services machinery and equipment. Designs or assists in designing new equipment.

MELTING DIVISION

Casts coinage ingots and gold and silver bars. Handles and processes sweeps. Keeps record of bullion and metal on hand and passing through various operations.

CASH AND DEPOSITS DIVISION

Responsible for receipt, custody, and shipment of domestic and foreign coin and bullion; receipt, handling, and custody of cash assets; maintenance of detailed records of transactions; and preparation of periodic reports.

ACCOUNTING DIVISION

Responsible for overall accounting and control of all Mint financial activities. Work includes appropriation, bullion, and coinage metal accounting, financial planning, and budgetary control. Separate branches are established for cost accounting, electric accounting machine processing, and pay and leave.

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UNITED STATES MINT
DENVER, COLORADO

PERSONNEL DIVISION

Responsible for personnel management matters including long-range program planning as it affects employee selection, placement, development, and proper utilization; the maintenance of an employee-management relations program for a manufacturing-type operation; and other functions of a comprehensive personnel management program.

SAFETY DIVISION

Responsible for the management and technical direction of a comprehensive safety program for the Mint.

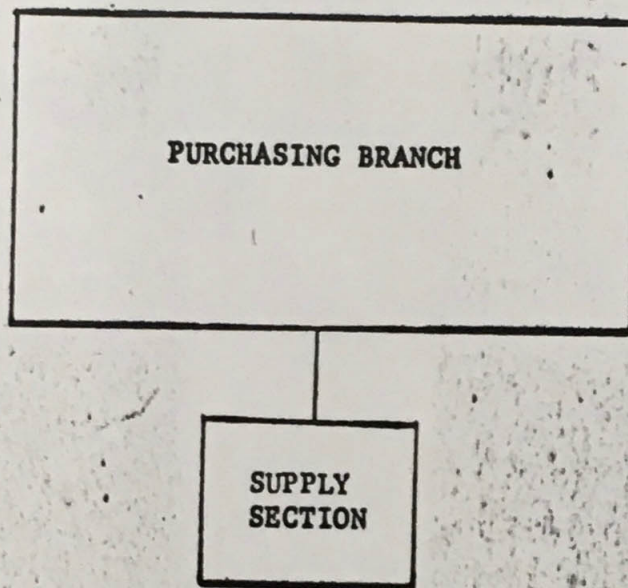
SECURITY DIVISION

Responsible for the management and direction of a comprehensive security program for the Mint. Plans and arranges tours of the Mint.

ASSAY DIVISION

Provides quality control over domestic and foreign coins manufactured in the Mint; conducts analyses of refined metals purchased for coinage; makes analyses of counterfeit coin for the U. S. Secret Service; and makes special metal analyses. Methods of analysis used are gravimetric, volumetric, or colorimetric means; spectro-photometry; and X-Ray quantometry.

UNITED STATES MINT
DENVER, COLORADO



UNITED STATES MINT
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PURCHASING BRANCH

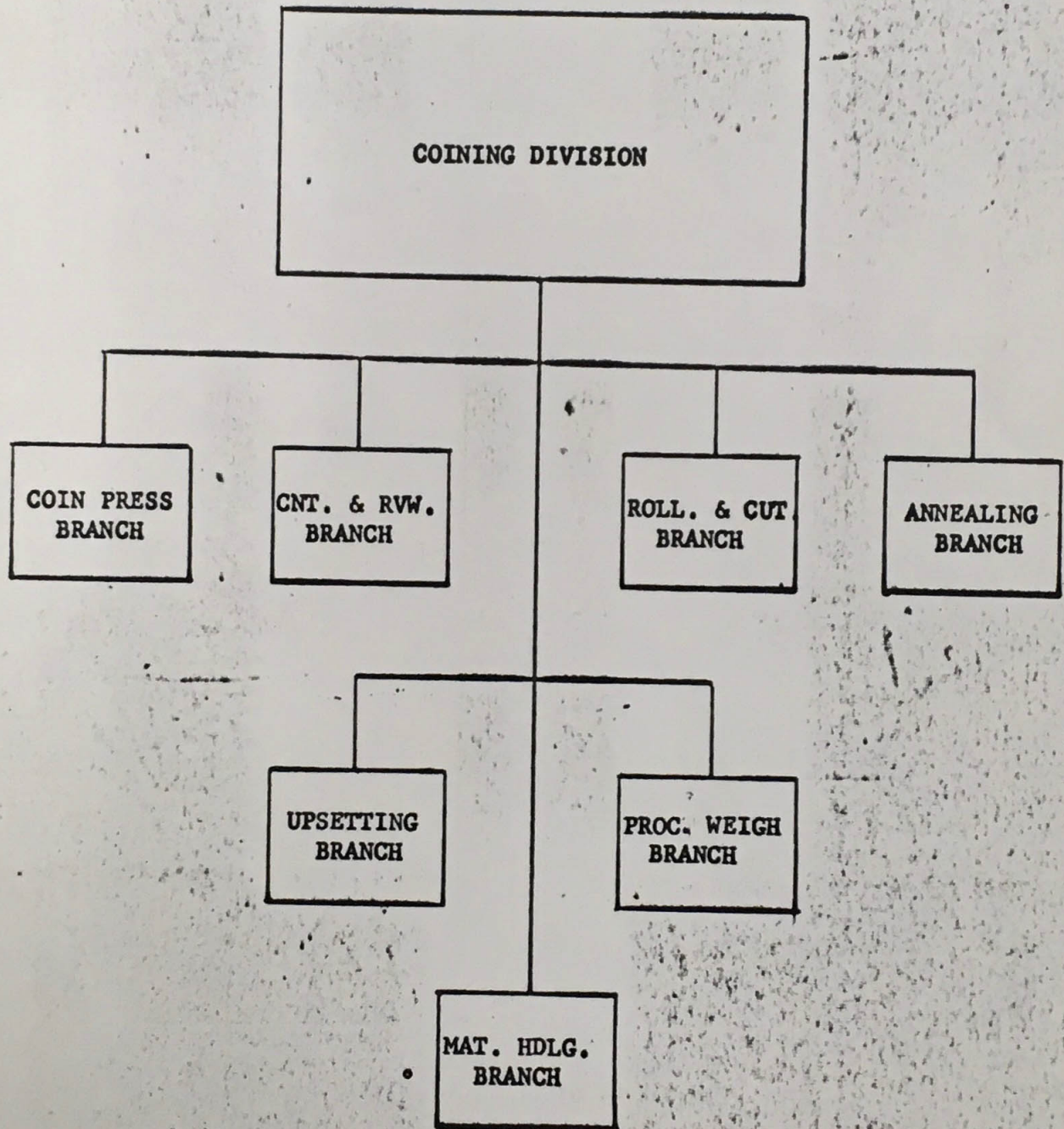
Responsible for all purchasing and acquisition of supplies, materials, and equipment; the disposition of excess property and the sale of scrap, metals, sweeps, and other materials.

Supply Section

Receives, issues, and keeps records of materials and supplies. Receives equipment and other incoming shipments.

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UNITED STATES MINT
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UNITED STATES MINT
DENVER, COLORADO

COINING DIVISION

Performs all operations in the manufacture of coins and medals from rolling of ingots to finished coins and medals. Keeps records of coinage metal processed.

Coin Press Branch

Planchets are stamped into finished coin.

Counting and Reviewing Branch

Coins, planchets, medals, and bags are inspected. Finished coins and medals are counted, bagged, and weighed.

Rolling and Cutting Branch

Ingots are rolled into strips. Strips are processed into blanks.

Annealing Branch

Blanks are annealed, cleaned, and dried. Strips and coils are annealed.

Upsetting Branch

Blanks are processed through upsetting mill.

Process Weigh Branch

Weighs and keeps records of work in process.

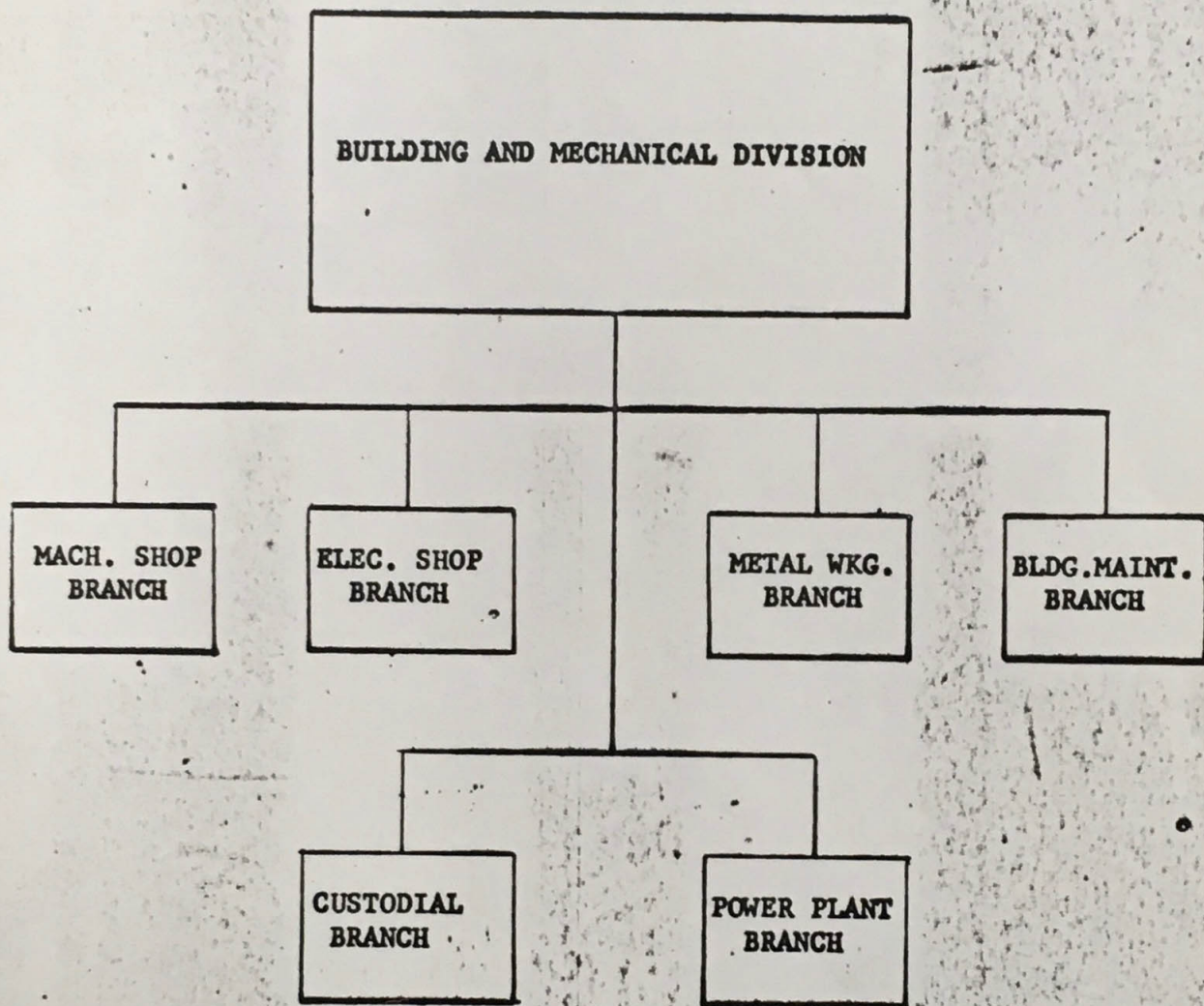
Materials Handling Branch

Handles receipt and shipment of coinage metals.

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UNITED STATES MINT
DENVER, COLORADO



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UNITED STATES MINT
DENVER, COLORADO

BUILDING AND MECHANICAL DIVISION

Maintains building and grounds. Repairs and services machinery and equipment. Designs or assists in designing new equipment.

Machine Shop Branch

Repairs machinery and rebuilds it when necessary.

Electrical Shop Branch

Installs, repairs, and cleans electric motors; electric wiring and apparatus, including protective alarm system.

Metal Working Branch

Performs sheet metal, plumbing, pipefitting, and welding work. Repairs and adjusts various equipment.

Building Maintenance Branch

Responsible for the maintenance and construction work necessary for upkeep of building, furnace building and repairs, unloading, handling, and installation of heavy machinery.

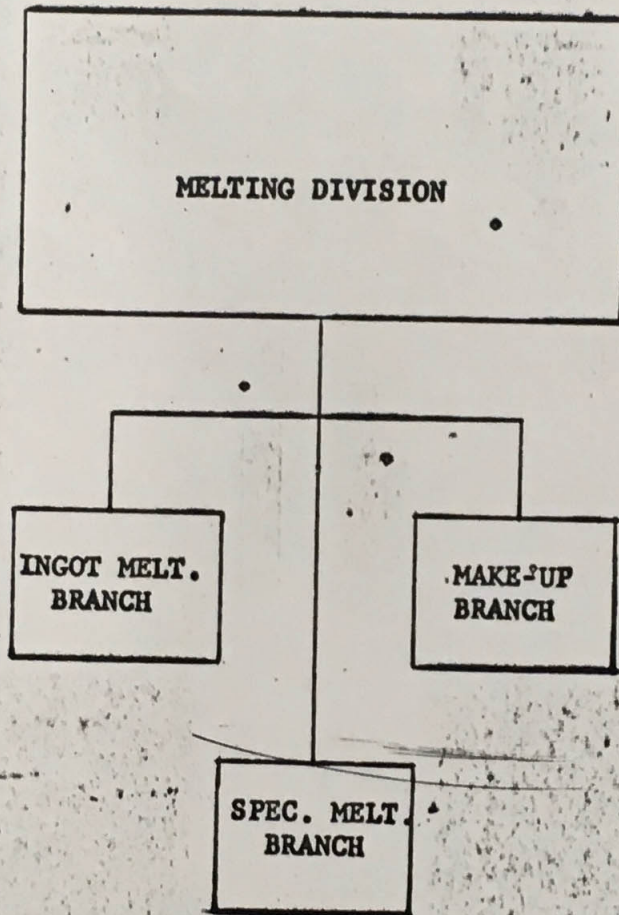
Custodial Branch

Responsible for keeping offices, corridors, lunch room, and locker rooms clean; cutting and trimming lawn; removing snow from walks; etc.

Power Plant Branch

Responsible for the firing, maintenance, and repair of high-pressure boilers. Operates and repairs vacuum condensate pumps, air compressors, water pumps, valve regulators, etc.

UNITED STATES MINT
DENVER, COLORADO



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UNITED STATES MINT
DENVER, COLORADO

MELTING DIVISION

Casts coinage ingots, and gold and silver bars. Handles and processes sweeps. Keeps record of bullion and metal on hand and passing through various operations.

Ingot Melting Branch

Melts metals received from Make-Up Branch into ingots or bars.

Make-Up Branch

Assembles metals in proper proportions for ingots. Receives metal from Cash and Deposits Division. Stores and ships metal.

Special Melting Branch

Melts samples of purchased metals for quality control, fluxes, and sweats residues in the general salvage of precious metals. Handles special melting and casting assignments.

UNITED STATES MINT
DENVER, COLORADO

CASH AND ~~DEPOSITS~~ DIVISION

COIN REC.
& SHIPPING
BRANCH

June 30, 1972

UNITED STATES MINT
DENVER, COLORADO

CASH AND DEPOSITS DIVISION

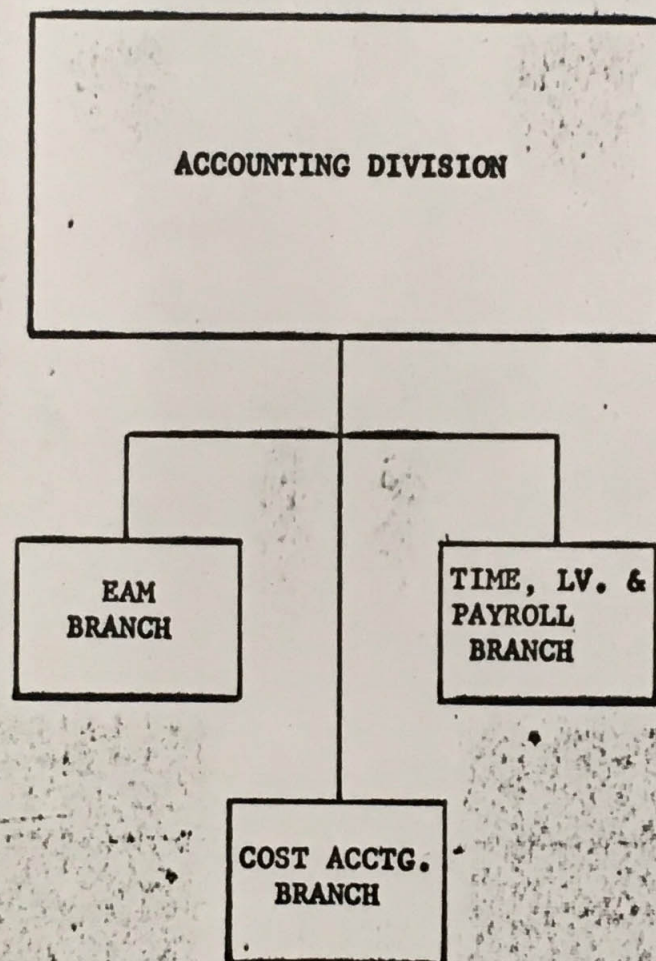
Responsible for receipt, custody, and shipment of domestic and foreign coin and bullion; receipt, handling, and custody of cash assets; maintenance of detailed records of transactions; and preparation of periodic reports.

Coin Receiving and Shipping Branch

Responsible for receipt, storage, custody, and shipment of domestic and foreign coin and bullion.

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UNITED STATES MINT
DENVER, COLORADO



UNITED STATES MINT
DENVER, COLORADO

ACCOUNTING DIVISION

Responsible for overall accounting and control of all Mint financial activities. Work includes appropriation, bullion, and coinage metal accounting, financial planning, and budgetary control. Separate branches are established for cost accounting, electric accounting machine processing, and pay and leave.

Electric Accounting Machine (EAM) Branch

Responsible for payroll, labor cost distribution, die control, stores and equipment inventories, and other matters adaptable to EAM processing.

Time, Leave, and Payroll Branch

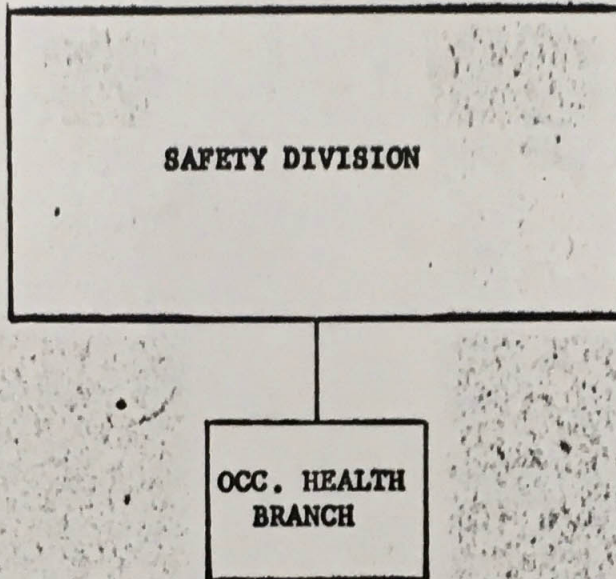
Responsible for pay, leave, and retirement accounts for all employees.

Cost Accounting Branch

Responsible for collecting, compiling, distributing, and interpreting cost data.

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SAFETY DIVISION

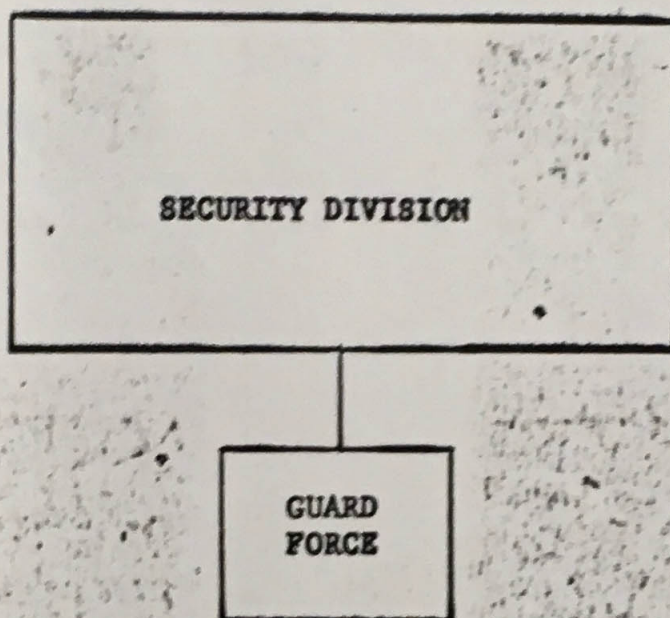
Responsible for the management and technical direction of a comprehensive safety program for the Mint.

Occupational Health Branch

Provides administrative and professional guidance in the development and implementation of the occupational health program. Is responsible for administering nursing treatment and care to sick and injured employees.

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UNITED STATES MINT
DENVER, COLORADO

SECURITY DIVISION

Responsible for the management and direction of a comprehensive security program for the Mint. Plans and arranges for tours of the Mint.

Guard Force

Is responsible for the protection of building, grounds, equipment, and material from both internal and external loss or possible loss causes. Conducts visitor tours.

June 30, 1972

Organizational Chart, Position List, U.S. Mint, Denver, Colorado - 1973

U.S. DEPARTMENT OF THE TREASURY
MINT
DENVER, COLORADO

